

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**



Submit to:

**Human Resources Office
Room 2013 U.S. Courthouse
75 Spring Street, SW
Atlanta, GA 30303-3309**

Vacancy Announcement # 15-14

Closing Date: April 3, 2015, or until filled

**Criminal Justice Act (CJA) Processing Clerk
Salary: CL 25 (\$40,443-\$65,780)
depending upon experience**

The United States District Court has an *immediate opening* for a Criminal Justice Act (CJA) Processing Clerk.

The CJA Processing Clerk administers the Court's CJA Payment Program, ensuring compliance with 18 U.S.C. §3006A. The incumbent reviews the accuracy of all CJA vouchers received and collected by the court for disbursement, and maintains required records in accordance with guidelines, procedures, and policies established by the Administrative Office and the court unit.

REPRESENTATIVE DUTIES:

- Receive, review, and process CJA vouchers. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Ensure adherence to the *Guide to Judiciary Policy*, Volume 7, Part A, Guidelines for Administering the CJA and Related Statutes.
- Develop and maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports at the request of the unit executives.
- Generate standard reports from databases and computerized systems.
- Keep current with CJA guidelines and reference material and assist with updating judges, clerk's office personnel, and CJA panel attorneys regarding changes, as applicable. Apply guidelines and procedures regarding voucher preparation, authorization, and disbursement.
- Prepare correspondence, reports, form letters, and documents. Maintain correspondence control records.
- Other duties as may be assigned.

REQUIRED QUALIFICATIONS:

You must be a high school graduate, or equivalent; a college degree is highly preferred. You must also have at least one year of general experience and at least two years of specialized experience. Demonstrated excellence in written and oral communications skills required. Administrative skills must include proficiency in data entry, file maintenance, record keeping, and preparation of presentation materials. Personal computer skills are essential, specifically, use of word processing and spreadsheet software.

GENERAL EXPERIENCE:

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE:

Progressively responsible clerical or administrative experience requiring the regular and recurring application of office management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, education institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

PROFESSIONAL CHARACTERISTICS:

Ability to communicate clearly and professionally with a wide ranging constituency, including federal judges, court managers and supervisors, attorneys, the public and other court employees. Ability to work harmoniously with others. Strong personal and professional integrity.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background investigation with law enforcement agencies, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States District Court is part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

APPLICANT INFORMATION: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available from the Court's website at <http://www.gand.uscourts.gov/employment>); 2) a cover letter addressing qualifications and relevant experience; and 3) a résumé. Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #15-14, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.